



上智大学  
SOPHIA UNIVERSITY

叡智が世界をつなぐ

# Moodle Manual (for students)

## 2. Enroll in a course

# ● About 'Course' of Moodle

- Moodle has pages associated with each class, which we call "Course".
- If your teacher instructs you to view materials or submit an assignment in Moodle, you need to enroll in a Moodle course.
  - Even if you register for courses at Loyola, Moodle courses will not be automatically registered. **Be sure to register yourself with Moodle.**
  - Not all classes have Moodle courses. Please check the teacher's instructions carefully.

# ● Find Course (by Teacher's Name)

On the Moodle top page, click on the teacher's surname initials and select the teacher's name.

The screenshot shows the Moodle interface for Sophia University. The top navigation bar includes the site name 'Sophia University Moodle' and the language 'English (en)'. A search bar for courses is visible. The main content area displays a list of courses under the heading 'Courses'. A red box highlights a course entry with the teacher's name 'CA', and a speech bubble points to it with the text 'Click teacher's name'. A blue arrow points to the 'Scroll Down' text below the screenshot.

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses

LATEST ANNOUNCEMENTS

- iPhoneでのオンラインテキストの入力異常について
- Unenroll from courses DISABLED

Scroll Down

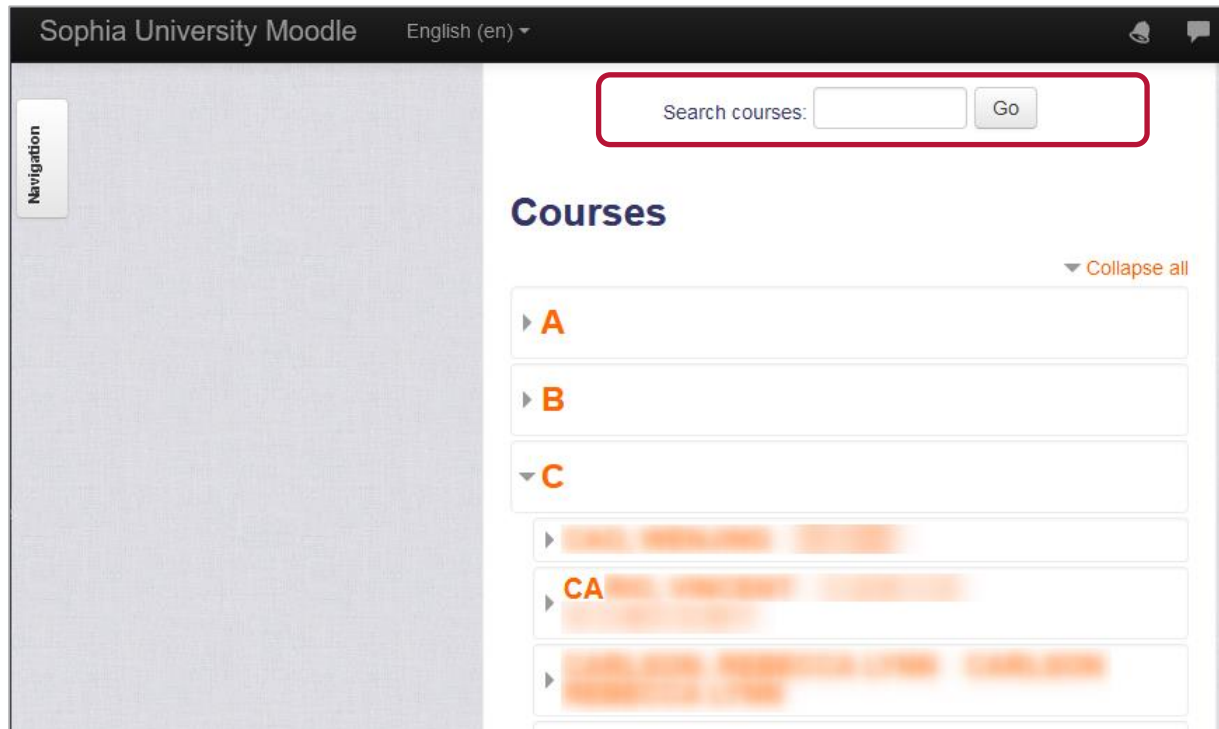
# ● Find Course (by Teacher's Name)

When you select a teacher's name, the list of courses created by that teacher will be displayed. Then click the course you want to register.



# ● Find Course (by Course Name)

If you know the course name, you can also search by the course name.



- You may find several courses with similar names.  
Carefully check the course name, academic year / semester, and faculty name of the searched course.

# ● Enroll in the Course

Click the course to display the registration screen.  
Click 'Enrol Me'.

The screenshot shows the Moodle interface for a course titled '学生マニュアル用コース / Sample Course for Student Manual'. The breadcrumb trail is: Home > Courses > 情報システム室 (ICT Office) > forstudent > Enrol me in this course > Enrolment options. The main content area is titled 'Enrolment options' and features a course card with the same title and a description: 'Moodle学生マニュアル用のコースです'. Below this, there is a section for 'Self enrolment (Student)' which includes an 'Enrolment key' input field (containing four dots) and an 'Enrol me' button. A red speech bubble points to the enrolment key field with the text: 'If you need an enrolment key, enter it according to the teacher's instructions'. The left sidebar contains a 'NAVIGATION' menu with links to Home, Dashboard, Site pages, My courses, and Courses.

- Some teachers may set a password (Enrolment Key) for registration.  
Please ask your teacher for the enrolment key. ICT Office cannot answer.

# ● Enroll in the Course

Once enrolled, the course content will be displayed.  
Class materials or assignments are posted.



The screenshot shows the Moodle interface for a course titled "学生マニュアル用コース / Sample Course for Student Manual". The page header includes "Sophia University Moodle", "English (en)", and navigation links for "メディアセンター テスト用 1" and "Test1, Medi". The breadcrumb trail is "Home > My courses > forstudent".

**NAVIGATION**

- Home
- Dashboard
- Site pages
- My courses
  - forstudent**
    - Participants
    - Badges
    - Grades
    - General
    - Topic 1
    - Topic 2
    - Topic 3
    - Topic 4

**アナウンスメント**

**Topic 1**

- 資料 1
- 動画ファイル
- 課題 1
- Turnitin 課題

# ● My Courses

The registered course will be displayed in “My Courses” and you can join the course from the next time.



Sophia University Moodle English (en) ▼

## Sophia University Moodle

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses**

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**【教員の方へ】他の教員のコースカテゴリがない、ユーザ検索しても見つからない場合について**

Moodleのコースカテゴリ（トップページでイニシャルの下に表示される名前）、およびユーザ情報は、その教員が初めてMoodleにログインした時に作られます。

そのため、ソフィアICTアカウントを持っていても、**まだMoodleにログインしたことがない教員は、カテゴリが表示されず、ユーザ一覧から検索しても表示されません。**



# ● My Courses

Up to 10 courses are displayed in “My Courses”.

When you have more than 10 courses, click “More”.



The screenshot shows the Moodle interface for a user named 'メディアセンター テスト用1' (Media Center Test User 1). The 'My courses' section is visible, but it is partially obscured by a red-bordered box highlighting the 'COURSE OVERVIEW' section. A red arrow points from a 'More...' link in the 'My courses' list to the 'COURSE OVERVIEW' section. Below the screenshot, there is a list of instructions for contacting support via email.

メールでご連絡ください。

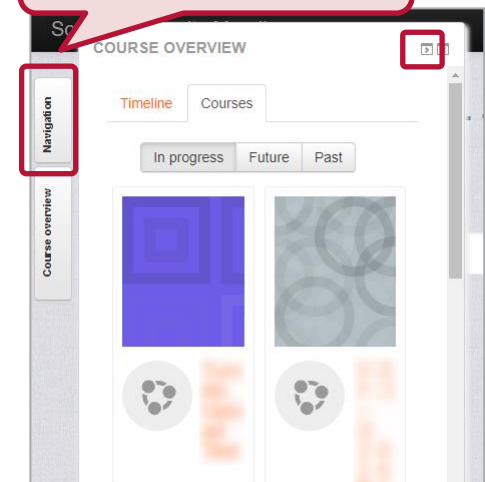
- 学生番号、氏名
- 削除したいコースの教員名、正確なコース名、コースのURL
- 削除する理由

Loyolaでの履修中止の方法がわからない場合は、[学事センター](#)が学部

\*When the “Course Overview” is not displayed, click “Course Overview” on the left of the screen.

Click  button to undock.

Click “Course Overview”



The screenshot shows the 'COURSE OVERVIEW' page. A red-bordered box highlights the 'Navigation' menu on the left side of the page, which contains a 'Course overview:' link. Another red-bordered box highlights the 'Course Overview' button in the top right corner of the page.